

0510.09 Emergency Purchases

Issued August 31, 1998

SUBJECT: Emergency Purchases.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To specify the policies and procedures for procuring commodities and services in emergency situations. This process is mandatory for all agencies that need to make emergency purchases and, under normal conditions, would go through the Acquisition Services.

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SUMMARY: An emergency purchase is defined as: 1) a purchase in an emergency situation of a commodity or service which has a value in excess of a department's delegated purchasing authority, and 2) a purchase made to protect the immediate health, safety, or welfare of individuals or property.

To make emergency purchases, agency staff must use their internal agency purchasing procedures.

APPLICABLE FORMS: DMB-287, Purchase Order (PCHLL2340)
CS-138, Contractual Services Request (PCHL2117)

PROCEDURES:

Department/Agency Staff:

- Obtains necessary internal department approval, which determines that an emergency exists and that a service or commodity is needed to protect individuals, property, or governmental services.
- May identify a suggested vendor to provide the commodity or service.
- If the emergency occurs during regular working hours, contacts and/or forwards a request to the procurement staff for processing. This request must include the nature of the emergency, a description of the commodity or service that is needed, and the name and address of a suggested vendor if one has been identified.
- If the commodity or service needed is on an existing contract, calls the contract vendor. If the contract vendor is unable to provide the commodity or service in time to address the emergency, contracts as many vendors by phone as time permits, including the suggested vendor, to get price quotations (bids) and delivery dates/times for the service or commodity. If time does not permit, contacts the suggested vendor or a known vendor to get a price quotation and delivery dates/times. NOTE: If the emergency occurs during a weekend or after regular working hours, these tasks are performed by department program staff.
- Processes and issues a Direct Purchase Order using document type EP to the suggested or known vendor who can meet the immediate needs of the agency. Enters in the electronic Note Pad of the Direct Purchase Order a description of the emergency.

- Notifies the State Administrative Board (see Procedure 0620.02), Department of Civil Service, and other sources, if applicable.

Acquisition Services:

- Runs periodic reports to review emergency purchases made by agencies.

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Procedure Update: 1/15/03
Procedure 0510.09